

# TOWN OF COTTAGE GROVE

## Parade, Procession or Race Application

Pursuant to the ordinances of the Town of Cottage Grove, Dane County, Wisconsin, the following information must be provided to the Town Clerk before issuance of a permit to conduct a parade, procession or race. A deposit of \$500 is required with the application, \$100 of which will be retained to cover cost of administration of the permit. The remaining \$400 will be returned to the applicant as long as no additional costs are deemed incurred by the Town due to event.

PLEASE PRINT OR TYPE

Applicant Name: \_\_\_\_\_  
LAST FIRST MI

Address: \_\_\_\_\_  
STREET NUMBER, NOT P.O. BOX CITY STATE ZIP

Phone Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

If the event is to be conducted by or for any person other than the applicant, the applicant must file with the Town Clerk a written communication from the person proposing to hold the race or parade authorizing the applicant to apply for the permit.

Name of person responsible for conducting the event: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET NUMBER, NOT P.O. BOX CITY STATE ZIP

Phone Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Name of Organization (if any): \_\_\_\_\_

Name of Authorized and Responsible Head of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
STREET NUMBER, NOT P.O. BOX CITY STATE ZIP

Organization Phone#: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Date of the Event: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Please describe the Event: (Parade, Procession or Race? Foot traffic or other vehicles?) \_\_\_\_\_

Number of participants or units? \_\_\_\_\_

I have read and understand [Town of Cottage Grove Ordinance 9.10](#) concerning parades, processions and races in the Town of Cottage Grove, Dane County, Wisconsin, and agree to abide by those rules. I further state that the information I have provided above is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Clerk's Use Only**

- ☐ Deposit Amount: \$500 paid by Cash / Check #: \_\_\_\_\_ on date: \_\_\_\_\_
- ☐ Deposit Amount Returned \$ \_\_\_\_\_ on date: \_\_\_\_\_
- ☐ Map indicating the route, including starting point, ending point and participant parking location
- ☐ Traffic control route, including any required County or State Permits
- ☐ Plan to address any emergency services that may be required
- ☐ Sample letter notifying property owners along the route of the event  
Approved by Town Board on: \_\_\_\_\_
- ☐ Stuffed, stamped envelopes required: \_\_\_\_\_ provided by date: \_\_\_\_\_
- ☐ Date Permit Approved by Town Board: \_\_\_\_\_
- ☐ Date Permit and Application transmitted to Police Department: \_\_\_\_\_